## **ULTS Trust Administrative Committee** Meeting Agenda ®

March 26, 2003 (Wednesday) 1:15 - 3:00

505 Van Ness Avenue

Technical Library, 1<sup>st</sup> Floor
Teleconference: 877-780-7587 and Passcode of 242672#

Facilitator: Lionel Wilson

1.	Introduction	
2.	Election of Chair and Vice-Chair	
3.	Review & Approval of Minutes	p. 2 - 4
4.	Liaison Report	
	a. Administrative Committee Budget Update (TD)	p. 5
	b. Fund and Payment Status (IMSD/TD)	p. 6 - 8
	c. Marketing Contracts (TD)	
	d. Signing of the Charter (TD)	
5.	Proposed Standing Agenda	p. 9
6.	Public Comments	
7.	Proposed Future Meeting Dates	p. 10
8.	Adjournment	

The Board reserves the right to limit or expand the time allocated to each agenda item.

### **Meeting Minutes** <sup>1</sup>

of

#### **Universal Lifeline Telephone Service Trust Administrative Committee (ULTSAC)**

**Date:** January 13, 2003

**Location: California Public Utilities Commission** 

505 Van Ness Avenue, Training Room

San Francisco, CA 94102

#### Member Present:

**Member Absent:** 

Ana Montes

None

Fredrick Hesse (by teleconference)

Ken McEldowney

Linda Burton

Marlene Hebert

Mateo Camarillo

Mike Gipson (by teleconference)

#### **Alternate Member Present:**

Jeff Nelder Colin Petheram Lyle Millage

#### **Public in Attendance:**

Taura O' Lariscy, Richard Heath & Associates (RHA) Al Aguirre, Earned Capital Linda Vizcarra, Southern California Gas Company

#### **Staff in Attendance:**

Harriett Burt, Communications and Public Information Office (CPIO)
Judy Cooper, CPIO
Flora Tagnipes, Fiscal
Barbara Morton, Energy Division (ED)
Hassan Mirza, Telecommunications Division (TD)
Angela Young, TD

#### 1. Introduction

Since a chairperson has not been elected for this new Administrative Committee, Hassan called the meeting to order at 10:10 am. Attendees introduced themselves and a roll call was taken. There was a quorum in session.

Agenda Item 3 p. 2

An audiotape for this meeting can be made available at 505 Van Ness Avenue, San Francisco. Contact person: Angela Young, 415-703-2837 (phone) or <a href="mailto:ayy@cpuc.ca.gov">ayy@cpuc.ca.gov</a> (e-mail).

Judy indicated that the CPIO sent a packet to each of the appointed members on or about January 8, 2003. Each packet included an appointment letter signed by Wes Franklin, Executive Director of CPUC, the ULTS charter, a complete list of telecommunications advisory committees, a copy of Public Utilities Code § 274-281 and a copy of the State Travel Expense Claim (TEC) form. Since meetings of this committee have to conform to the State's Open Meeting Act aka Bagley Keene Act, Judy will also be sending a copy of the Act to each of the appointed members. If there are any changes in the contact information, members should provide updated information to the TD Liaison. Furthermore, if a primary member is unable to attend any meeting, he/she should inform his/her designated alternate and the TD Liaison at least 5 days prior to the meeting date.

Hassan went through the role of TD Liaison as discussed below:

- Minutes and Meeting Package The Committee is generally satisfied with the minutes and meeting packages prepared by TD, therefore, no changes are recommended at this time.
- Budget Development TD will continue periodically update the Committee on the financial status of the ULTS Fund and assist the Committee in the development of a budget, which is due on June 1 each year for the following fiscal year (FY). The Committee submitted a proposed FY 2003-04 budget in June 2002. A proposed budget for FY 2004-05 is due on or before June 1, 2003.

Ken indicated that current board members who served on the prior board have substantial institutional knowledge that should be shared with new members. Rather than providing this information in regular meetings, Ken suggested that TD sponsor an orientation meeting. This would allow new members to learn about the history of the programs and the committee as well as an opportunity for the board members to get acquainted with each other. Hassan indicated that this is an excellent idea and will take this recommendation to TD management for consideration.

- Annual Report An annual report describing committee activities for the prior fiscal year is due on October 1 each year. TD will assist the Committee in the publication and distribution of this report.
- Teleconference Hassan indicated that TD would provide a phone bridge for any teleconference if a quorum for a meeting is needed. A majority of members strongly voiced opposition of this policy. They indicated that the Commission appointed members from different geographic areas and expects the alternate to fill in for the primary when the primary is not available. TD should provide easy access for the alternate to listen in on discussion of the meeting whenever the alternate chooses. Furthermore, all committee meetings are public meetings. Having these open meetings available to the public by electronic means is good for public relation and should be a normal way of conducting business in this electronic era. Hassan agrees to take this to TD management for reconsideration.
- Air Travel Arrangement Hassan indicated that TD will make all air travel arrangements for members eligible to receive per diem. The tickets issued by the State are more flexible and there is no penalty or additional cost for changing time and/or date of the flights.

Agenda Item 3 p. 3

- Travel Expense Claim Process Hassan briefly explained the State's travel reimbursement rules. Each member that expects per diem payments and related travel costs should complete a Payee Data Record form.
- Off-Site Meetings Due to the budget shortfall encountered by the State, TD has
  eliminated all non-essential travel for it staff. If the Committee schedules meetings
  outside of the Commission's headquarters in San Francisco, the TD Liaison would not be
  able to attend. Linda of ORA and Harriet of CPIO expressed similar problems with their
  offices.
- Program Administration Hassan indicated that the ULTS program administration is the responsibility of TD and IMSD as of October 1, 2001. Proposed payments are posted on the Commission's web site and are available for public comment in accordance with D.01-09-064.
- Guidance on Developing Proposal for Bid for a Permanent Marketing and Outreach
   Contract(s) Hassan indicated that TD will be working on a proposal requesting bids for
   a permanent marketing plan. Since TD proposal would be based on recommendations
   from the Committee, Hassan suggests that the Committee give this project top priority.

#### 2. Election of Chair and Vice-Chair

Since an orientation meeting is anticipated, the board deferred the election of the chair and vicechair to the next meeting.

#### 3. Liaison Report

Angela directed the Committee to pages 3 and 4 of the handouts. The Committee has a remaining budget in excess of \$55,000 as of January 1, 2003. Effective January 1, 2003, the ULTS rate has been reset to zero percent. At zero percent, TD projected that the ULTS Fund would be depleted in excess of \$50 million by the end of FY 2002-03. Hassan informed the Committee that the Marketing Contract with Richard Heath & Associates has been submitted to the Department of General Services (DGS) for review and approval. A response from DGS is expected within 2-3 weeks.

#### 4. Proposed Standing Agenda

Since an orientation meeting is anticipated, the board deferred this item to the next meeting when members are more similar with the ULTS program and issues.

#### 5. Proposed Future Meeting Dates

The next meeting is scheduled for February 19, 2003.

#### 6. Adjournment

The meeting was adjourned at 12:50 PM.

Agenda Item 3 p. 4

# **Administrative Committee Budget Update**

Fiscal Year 2002-2003	Per Diem	Travel & Others	<u>Total</u>
Resolution T-16688	\$37,000.00	\$24,000.00	\$61,000.00
Jul-02	\$600.00	\$258.20	\$858.20
Aug-02	\$900.00	\$259.20	\$1,159.20
Sep-02	\$900.00	\$259.20	\$1,159.20
Oct-02	\$600.00	\$602.20	* \$1,202.20
Nov-02	\$600.00	\$267.26	\$867.26
Dec-02	\$400.00	\$259.80	\$659.80
Total As of 1/1/03	\$4,000.00	\$1,905.86	\$5,905.86
Remaining Budget	\$33,000.00	\$22,094.14	\$55,094.14

Agenda Item 4.a p. 5

<sup>\*</sup> This amount does not include Ana Montes' travel cost, which is still outstanding.

ULTS-Fund Receipt and Disbursement Summary From Oct 1, 2002 thru Jan 31, 2003

	Receipts	<b>Disbursements</b>	<u>Balance</u>
10/1/2001	\$108,736,244.20		
10/31/2001	\$25,105,624.78	(\$32,543,216.91)	\$101,298,652.07
11/30/2001	\$25,080,657.18	(\$1,045,930.14)	\$125,333,379.11
12/1/2001	\$28,138,978.08	(\$27,195,613.15)	\$126,276,744.04
1/5/2002	\$1,213,782.05		\$127,490,526.09
1/31/2002	\$23,753,344.95	(\$17,024,272.70)	\$134,219,598.34
2/28/2002	\$24,210,114.43	(\$11,712,008.52)	\$146,717,704.25
3/31/2002	\$23,254,960.11	(\$17,106,924.09)	\$152,865,740.27
4/30/2002	\$22,001,997.16	(\$18,768,549.69)	\$156,099,187.74
5/31/2002	\$22,058,826.88	(\$23,643,373.48)	\$154,514,641.14
6/30/2002	\$16,126,611.39	(\$17,895,846.47)	\$152,745,406.06
7/5/2002	\$2,214,354.00		\$154,959,760.06
7/31/2002	\$24,224,723.56	(\$18,668.17)	\$179,165,815.45
8/31/2002	\$28,519,849.94	(\$20,198.26)	\$207,665,467.13
9/30/2002	\$19,984,366.38	(\$24,223,082.15)	\$203,426,751.36
10/31/2002	\$28,145,509.63	(\$18,304,833.65)	\$213,267,427.34
11/29/2002	\$20,607,738.50	(\$27,176,982.46)	\$206,698,183.38
12/31/2002	\$28,547,449.60	(\$2,019,131.31)	\$233,226,501.67
1/15/2003	\$2,593,866.58		\$235,820,368.25
1/31/2003	\$26,384,760.28	(\$20,222,594.45)	\$241,982,534.08
Total	\$500,903,759.68	(\$258,921,225.60)	\$241,982,534.08

Agenda Item 4.b p. 6

ULTS-Fund
Disbursement by Expense Categories
From Oct 1, 2002 thru Jan 31, 2003

	Payments for FY 01-02	Payments for FY 02-03	<u>Tota</u> l
Program Payments	\$186,137,891	\$71,841,564	\$257,979,455
Inter-Fund Reimbursement	\$2,071		\$2,071
Banking	\$47,029	\$25,484	\$72,512
Per Diem	\$14,667	\$4,836	\$19,503
Marketing and Other Contracts	\$484,472		\$484,472
Telephone	\$4,679	\$2,543	\$7,222
Reimbursement of Surcharges	\$39,039		\$39,039
CPUC Staff Costs	\$122,060	\$194,891	\$316,951
Grand Total	\$186,851,908	\$72,069,318	<u>\$258,921,226</u>
State Budget Appropriation	\$211,133,000	\$284,804,000	
Appropriation Balance	\$24,281,092 See note below	\$212,734,682	

Claims for the June 2002 period in excess of \$17 million are reviewed but no payments have been made. In addition, TD projects other outstanding FY 2001-02 claims, including claims that are in dispute and claims that are yet to be filed, to be in excess of \$13 million. This brings the total projected outstanding liability for FY 2001-2002 in excess of \$30 million. However, the remaining appropriation authority for FY 2001-02 is approximately \$24 million.

Agenda Item 4.b p. 7

ULTS-Fund Carrier Payments From Oct 1, 2002 thru Jan 31, 2003

	FY 01-02	FY 02-03	<b>Grand Total</b>
U-1001-C	\$102,127,267	\$37,114,437	\$139,241,704
U-1002-C	\$67,565,118	\$27,395,891	\$94,961,009
U-1004-C	\$28,084	\$12,872	\$40,956
U-1006-C	\$98,481	\$31,146	\$129,627
U-1007-C	\$40,571	\$15,088	\$55,659
U-1008-C	\$290,541	\$58,468	\$349,009
U-1010-C	\$89,579	\$45,948	\$135,527
U-1011-C	\$6,430	\$4,174	\$10,603
U-1012-C	\$345,144	\$175,935	\$521,079
U-1013-C	\$2,555		\$2,555
U-1014-C	\$97,993	\$37,626	\$135,619
U-1015-C	\$1,198,641	\$653,787	\$1,852,428
U-1016-C	\$462,811	\$132,106	\$594,917
U-1017-C	\$99,827	\$44,719	\$144,546
U-1019-C	\$128,247	\$27,489	\$155,736
U-1020-C	\$241,007	\$78,970	\$319,977
U-1021-C	\$28,251	\$17,367	\$45,618
U-1023-C	\$127,280	\$46,900	\$174,179
U-1024-C	\$1,948,163	\$699,493	\$2,647,656
U-1025-C	\$500,167	\$171,184	\$671,351
U-5002-C	\$376,332	\$121,180	\$497,512
U-5112-C	\$157,681		\$157,681
U-5266-C	\$17,473	\$2,885	\$20,359
U-5477-C	\$2,152,955	\$963,280	\$3,116,235
U-5535-C	\$311,093	\$32,496	\$343,589
U-5684-C	\$1,656,964		\$1,656,964
U-5698-C	\$660,432	\$546,607	\$1,207,040
U-6185-C	\$757,411		\$757,411
U-6338-C	\$433,451	\$150,335	\$583,786
U-6589-C	\$4,187,038	\$3,252,961	\$7,439,999
U-6530-C	\$904	\$8,219	\$9,123
Grand Total	<u>\$186,137,891</u>	\$71,841,564	\$257,979,455

Agenda Item 4.b p. 8

# **ULTS Trust Administrative Committee Proposed Meeting Agenda**

## Date Time 505 Van Ness Avenue San Francisco, CA 94102

Teleconference: 877-780-7587 and Passcode of 242672#

- 1. Introduction
- 2. Review and Approval of Minutes
- 3. Marketing Program (Charter § 2.3)
  - a. Strategic Plan
  - b. ULTS/CARE Coordinating Outreach
- 4. Program Development/Implementation/Administration (Charter § 4.1.c)
  - a. Auto-Enrollment
  - b. Self-Certification and Random Verification
  - c. SB 1563
- 5. Liaison Staff Report
  - a. Administrative Committee Budget Update (TD)
  - b. Fund and Payment Status (IMSD/TD)
  - c. Marketing Programs (TD)
  - d. Commission Decisions and Orders (Legal/TD)
  - e. Other Administrative Matters (CPID/IMSD/Legal/TD)
- 6. Budget Development (Charter § 4.1.a)
- 7. Annual Report (Charter § 4.1.b)
- 8. Announcement
- 9. New & Old Business
- 10. Public Comments
- 11. Future Meeting Dates
- 12. Adjournment

Agenda Item 5 p. 9

\_

The Board reserves the right to limit or expand the time allocated to each agenda item.

# **Proposed Future Meeting Dates**

- 1. May 21, 2003 (Wednesday)
- 2. June 18, 2003 (Wednesday)

Agenda Item 7 p. 10